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MEMORANDUM

October 1, 1948

TO: Executive for Administration & Management

FROM: Assistant to Executive for A & M

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SUBJECT: Integration of [REDACTED] activities

1. As directed by verbal instructions implementing General Order No. 11, dated 14 September 1948, there is attached hereto the following:

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a. T/O integrating certain OSO activities with [REDACTED] A & M.

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b. Organizational chart of the proposed [REDACTED] Office.

c. List of OSO personnel to be integrated.

d. List of OSO personnel for which there is no available assignment.

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e. Procedural plan of the [REDACTED] (To be delivered by [REDACTED].)

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2. Mr. [REDACTED] concurs in the organization and T/O of the proposed consolidation. Mr. [REDACTED] disagrees with the proposed elimination of the Property Control Division which places certain of the personnel now on duty in that Division in various other offices of the Branch. The contemplated functions and physical location of the Property Accounting Section is still under discussion and will be resolved in the near future.

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3. The physical location of the three Divisions of [REDACTED] is dependent on several factors.

a. It is recommended that for the present the Transportation Division and the Supply Division remain with OSO and move to [REDACTED]

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b. The Special Procurement Division can be greatly assisted by being in close proximity to the Supply Division of the [REDACTED] because of their vast knowledge of supply sources. Mr. [REDACTED] does not concur and believes this Division also should be with OSO.

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c. Should OPC be located in space other than [REDACTED] Building, it would then be recommended that the entire [REDACTED] Branch be moved to the Office of the Services Officer so as to service OSO and OPC equally. It would not be feasible or sound to maintain segments of the [REDACTED] in each of these Offices if they are physically separated.

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4. There are a number of other details that have to be considered and various questions resolved, some of which are:

a. Will the [REDACTED] be required or permitted to adhere to the General Administrative Instructions pertaining to Service functions now in force in OSO?

b. Will cables and pouch mail pertaining to Services activities continue to be sent to [REDACTED] 25X1A8

c. Will the administrative service now rendered by T & D to the OSO Branches continue?

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5. Mr. [REDACTED] disagrees to many of the above proposals including the physical location of the Deputy Services Officer and will submit a separate memorandum to the Executive for Administration and Management.

[REDACTED] 25X1A9a

Attachments